

Position Title: Communications Project Coordinator

This sevice manages the delivery of SYDA Foundation Communications Area projects, including print, mail, and website.

Responsibilities include:

- Manages production aspects of projects
- Identifies resources needed (design, print/mail, data, and web), assigns individual responsibilities, or seeks additional seva resources
- Reviews deliverables (design, layout, web, email) prepared by the project team and presents to the stakeholder
- Creates, manages, and revises work plans and timelines, seeking to maximize the efficiency of each project
- Prepares and tracks project budgets

Qualifications include:

- Ability to set priorities and to manage multiple tasks, timelines, and a team
- Effective written and verbal communication skills
- Excellent computer skills preferred: Outlook, Microsoft Word, Microsoft Excel
- Flexible, responsive, proactive, and self-motivated
- Ability to demonstrate a good understanding of Siddha Yoga philosophy and culture

If you are interested in this seva role, please contact the Gurukula office at Gurukula@syda.org for a more complete seva description and an application.